Agenda

December 13, 2016
10:30 am – 12:30 pm

MTC
Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
Contact: Adam Crenshaw
(415) 778-6794

Telephone Number: (712) 432-1438
Participant Access Code: 932832#

Meeting called by: Muhaned Aljabiry
Facilitator: Abhijit Bagde
Recorder: Marcus Tucker

Agenda Topics

Item	Description	Time	Presenter
1	Agenda	10:30	Abhijit Bagde
2	Ground Rules	10:35	Abhijit Bagde
3	Approval of 10/25/2016 Meeting Minutes	10:40	Abhijit Bagde
4	Announcements and Updates: 1. Staffing Update – CT/FHWA/FTA/MPOs 2. HSIP Cycle 8 Project List	10:45	Caltrans, FHWA, FTA and MPOs
5	Follow-Up Items from last Meeting: 1. Grouped Projects and Accessibility of Detailed Listing: Explore possibility of official guidance from Caltrans, FHWA and FTA – See Item No. 7 below 2. Email link to CMAQ and RSTP apportionments to CFPG – Item completed (Information sent on 11/04/16) 3. Provide an update to CFPG on repurposing earmarks when information is received from FHWA 4. Email annual obligated project list for FFY 15/16 to CFPG when available – Item completed (Information sent on 11/14/16) 5. Email questions or comments pertaining to FHWA's CMAQ Project Tracking System (CMAQ-PTS) Abhijit Bagde by Monday, November 21, 2016	10:55	Abhijit Bagde
6	2017 FSTIP Development: 1. Update 2. FSTIP Public Participation for amendments 3. Projects in CTIPS	11:00	Muhaned Aljabiry Lima Huy Abhijit Bagde

7	Grouped Projects and Accessibility of Detailed Listing – Task Force Update (Handout No. 1)	11:15	Muhaned Aljabiry
8	1. CMAQ Annual Report – Schedule, Expectations 2. CMAQ Projects Upload in UPACS - Process Automation (Handout No. 2)	11:25	Dennis Jacobs, Lima Huy MTC
9	FTA 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program - Call for Projects (Handout No. 3)	11:50	Bruce Plowman, CT Mass Transportation
10	1. Follow-Up Items 2. Open Forum 3. Future Agenda Items	12:05	All
11	**Future meeting dates and locations:** • February 7, 2017 Caltrans, Sacramento (10:30 am – 12:30 pm) • March 28, 2017 SACOG, Sacramento (10:30 am – 12:30 pm) • May 23, 2017 MTC, San Francisco (10:30 am – 12:30 pm) • July 11, 2017 Caltrans, Sacramento (10:30 am – 12:30 pm)	12:15	All

California Federal Programming Group (CFPG)

Minutes for: December 13, 2016

1. **Agenda:**

   Abhijit Bagde (Caltrans Division of Programming): The agenda and handouts were sent out last week. No changes requested.

2. **Ground Rules:**
   - Since there are phone participants, everyone who speaks should state his/her name and agency.
   - Keep comments as brief as possible.
   - Stick to the current agenda item. Additional items not in the agenda will be added to the end and will be discussed if time permits.
   - Turn off cell phones and limit interruptions.
   - This is a forum to hear everyone's concerns, comments and suggestions. Please make sure your voice is heard.
   - Facilitator to ask before moving on to the next item if anyone on the phone has any additional comments on the item, then pause for a few seconds.
   - Respond to follow-up items and meeting notices by the deadlines.
   - Except for follow-up items, the minutes will include discussions that take place during the meeting only. If you do not want what you say during the meeting included in the minutes, state "off the record."
   - **When not speaking, phone participants to keep their phones on mute if possible.**
   - **Do not place conference call on hold. Please hang up and redial if you must take another call.**
   - Meeting minutes to be distributed to the group with 10 days after the meeting.
   - Any outstanding follow-up items not addressed/completed by the third meeting (from the meeting of initiation) will be removed from the agenda.

   The items in bold were emphasized by Abhijit.

3. **Minutes of the Last Meeting:**

   Abhijit Bagde: The final minutes of the October 25, 2016 meeting were provided via email prior to the meeting. No comments – minutes were approved.

4. **Announcements and Updates:**

   1. *Staffing Update*

      Muhaned Aljabiry (Caltrans): No staffing updates for Caltrans.

      Wade Hobbs (FHWA): Announced that Jack Lord has moved on to the Resource Center and his position has not yet been filled.

      Ted Matley (FTA): No staffing updates.

      Jose Luis Caceres (SACOG): Renée Devere-Oki (SACOG) has transitioned from program and project delivery to the Rural Urban Connection Study.

   2. *HSIP Cycle 8 Project List*

      Abhijit Bagde: Emailed the listing of HSIP cycle 8 projects to the group on December 12, 2016 and be sure to include these projects as part of your next amendment/administrative modification.

5. **Follow-up Items from Last Meeting**

Abhijit Bagde:

1. Grouped Projects and Accessibility of Detailed Listing: Explore possibility of official guidance from Caltrans, FHWA and FTA. See Item No. 7 below.
2. Email link to CMAQ and RSTP apportionments to CFPG – Item completed (Information sent on 11/04/16).

   Ryan Niblock (SJCOG): Indicated that they had programmed all of the RSTP and CMAQ apportionments based on the previous estimates and are now over programmed according to the revised estimates.

   Muhaned Aljabiry (Caltrans): Stated that most MPOs program based on the initial estimates from Caltrans and that this can be corrected in the next amendment.

   Ryan Niblock (SJCOG): Inquired if this means that the MPO must move funding around into different Fiscal Years?

   Muhaned Aljabiry: Clarified that MPOs can move projects within 4-years of FTIP, or MPO may borrow apportionments from another region if required. Projects may also be moved in the outer years of FTIP (if not programmed up to the annual apportionment level), and then utilize EPSP if current year projects do not materialize.

   Jose Luis Caceres: Stated that MPOs needs to show financial constraint by fiscal year. This can be done by programming out further, or by reducing funding on current projects.
3. Provide an update to CFPG on repurposing earmarks when information is received from FHWA.
4. Email annual obligated project list for FFY 15/16 to CFPG when available – Item completed (Information sent on 11/14/16).

9. FTA 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program - Call for Projects

Bruce Plowman (Caltrans—Mass Transportation): There will be a FTA 5310 call for projects on January 9, 2017. This will be a 3-year call for projects and will be funding projects up to the 2015 amount until revised amounts are determined.

MAP-21 grew the 5310Pprogram from approximately $14 million to $17 million annually. Nationally, the program is split 60% for large urban areas; 20% for small urban areas; and 20% for rural areas. FAST requires that all projects must be identified in a coordinated plan. Strategies, activities or specific projects are all eligible components of the 5310 program.

This year applications will be submitted online through a grants management program. Following the development of the award notices Caltrans will circulate the listing so that MPOs can program into the FTIP.

6. 2017 FSTIP Development

1. Update:

   Muhaned Aljabiry: The 2017 FSTIP has been transmitted to FHWA and FTA. The date for federal approval is going to be December 16th.

2. FSTIP Public Participation for amendments:

Lima Huy (Caltrans): In progress amendments to the 2017 FTIP where the public participation started prior to the December 16 approval date, Caltrans will need to post them for the FSTIP public review for 14 days after 2017 FSTIP is approved.

3. Projects in CTIPS:

Abhijit Bagde: (Caltrans): All MPO CTIPS project information for the 2017 FTIP has been transferred from the Draft Module to the regular FTIP. Please contact Caltrans if there are any discrepancies found.

7. Grouped Projects and Accessibility of Detailed Listing—Task Force Update

Abhijit Bagde: A CFPG taskforce of Caltrans Programming, MPOs, FHWA and FTA discussed grouped project detailed listing (back-up listing) accessibility and identified alternative to present to the CFPG. This proposal was presented at the October 25, 2016 CFPG meeting. The task force received comments requesting official guidance on the new grouped listings accessibility procedure.

Muhaned Aljabiry: The recommendation to have Caltrans include a link to MPO's detailed listings on its website was develop by a subgroup of the CFPG, and not a decision of the state or any federal agency. The recommendation is a process improvement. Neither the state nor FHWA/FTA will be providing a formal direction to CFPG.

Additionally, the FTA indicated that if MPOs post these projects on their websites, it will also address the Program of Projects (POP) requirement by providing easy access to grouped projects and associated detailed listings.

Wade Hobbs (FHWA): Explained that since the CFPG does not have an official letterhead to issue to the recommendation to the group members, he suggested that in lieu of an official letterhead there should be a statement in the meeting minutes, providing direction for the procedure. FHWA was a part of the subgroup discussion in developing the recommendations for enhanced accessibility to detailed backup listings.

Ted Matley (FTA): Emphasized that the FTA was involved in the discussion with the subgroup and supports the idea of documenting unanimous consent within the meeting minutes.

The following statement will serve as a recommendation by the CFPG.

> **A subgroup of the CFPG, consisting of representatives from MPOs, Caltrans Federal Programming Office, FHWA and FTA, decided on the following recommendation to be an improvement to the accessibility of the grouped projects detailed listings.**
>
> **MPOs to post the detailed project listings for grouped projects on their websites, and Caltrans Federal Programming Office will provide a link on its website that links to MPO websites. MPOs will make every effort to maintain and update the detailed listings reflecting changes from any amendment/administrative modification and notify Caltrans Federal Programming Office of any changes to their website links.**

8.

1. CMAQ Annual Report—Schedule and Expectations

Dennis Jacobs (Caltrans): March 1 is the deadline for Caltrans submittal to FHWA. CMAQ projects should be uploaded by January 15, 2017. Should anyone have problems, they should contact Caltrans.

Lima Huy: In the past Caltrans received the FTA transfer and annual obligation report. Caltrans would go through the annual obligation report and filter out only CMAQ projects. Recognizing that all MPOs have accounts with the CMAQ tracking system, it is no longer necessary for Caltrans to provide the spreadsheets. Lima sent instructions along with the last report on how to filter the required information from the annual obligation report.

2. CMAQ Projects Upload in UPACS *(Handout No. 2)*

Adam Crenshaw (MTC): Indicated that the strategy used last year to upload projects into the UPACS system has not worked this year. A presentation was made discussing the process of uploading the projects from the previous year.

10.

1. Follow-Up Items
    - When FHWA receives feedback from its HQ regarding UPACS questions those will be distributed to the group.
    - For those MPOs who find their 2015/16 CMAQ projects missing from UPACS please contact Dennis Jacobs at dennis.jacobs@dot.ca.gov.
2. Open Forum
    - **Jose Luis Caceres:** Indicated that providing background information or including more handouts on agenda items would be beneficial to those that might be new to programming.
    - **John Asuncion:** Giving background information on all items will be a lengthy process that will take time from the meeting.
    - **Muhaned Aljabiry:** Abhijit does that as much as possible but also suggested that for those items that may be unclear to speak up and request additional clarification.
3. Future Agenda Items
    - **Abhijit Bagde:** Announced that if there are any requests to have a speaker from Caltrans or FHWA during a future CFPG meeting to contact Abhijit well in advance of the next meeting.

11. Future meeting dates and locations:

- February 7, 2017 Caltrans, Sacramento (10:30 am – 12:30 pm)
- March 28, 2017 SACOG, Sacramento (10:30 am – 12:30 pm)
- May 23, 2017 MTC, San Francisco (10:30 am – 12:30 pm)
- July 11, 2017 Caltrans, Sacramento (10:30 am – 12:30 pm)

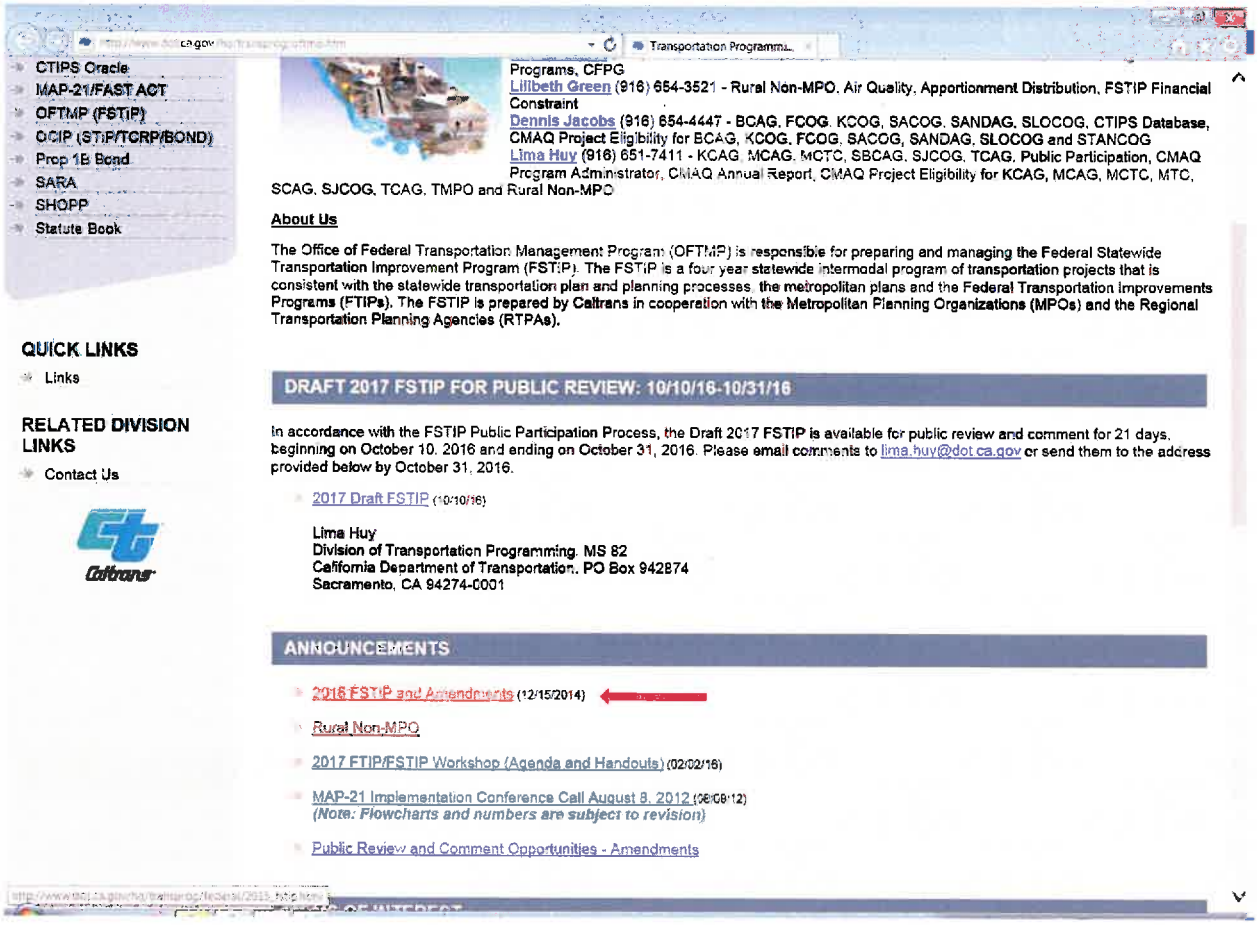
Handout No 1: Item No. 7: Grouped Projects

How to access Grouped Projects – Detail Listings posted on MPO's website from Caltrans Federal Programming's Website

Step 1

[Caltrans Federal programming Website](http://www.dot.ca.gov/hq/transprog/oftmp.htm)

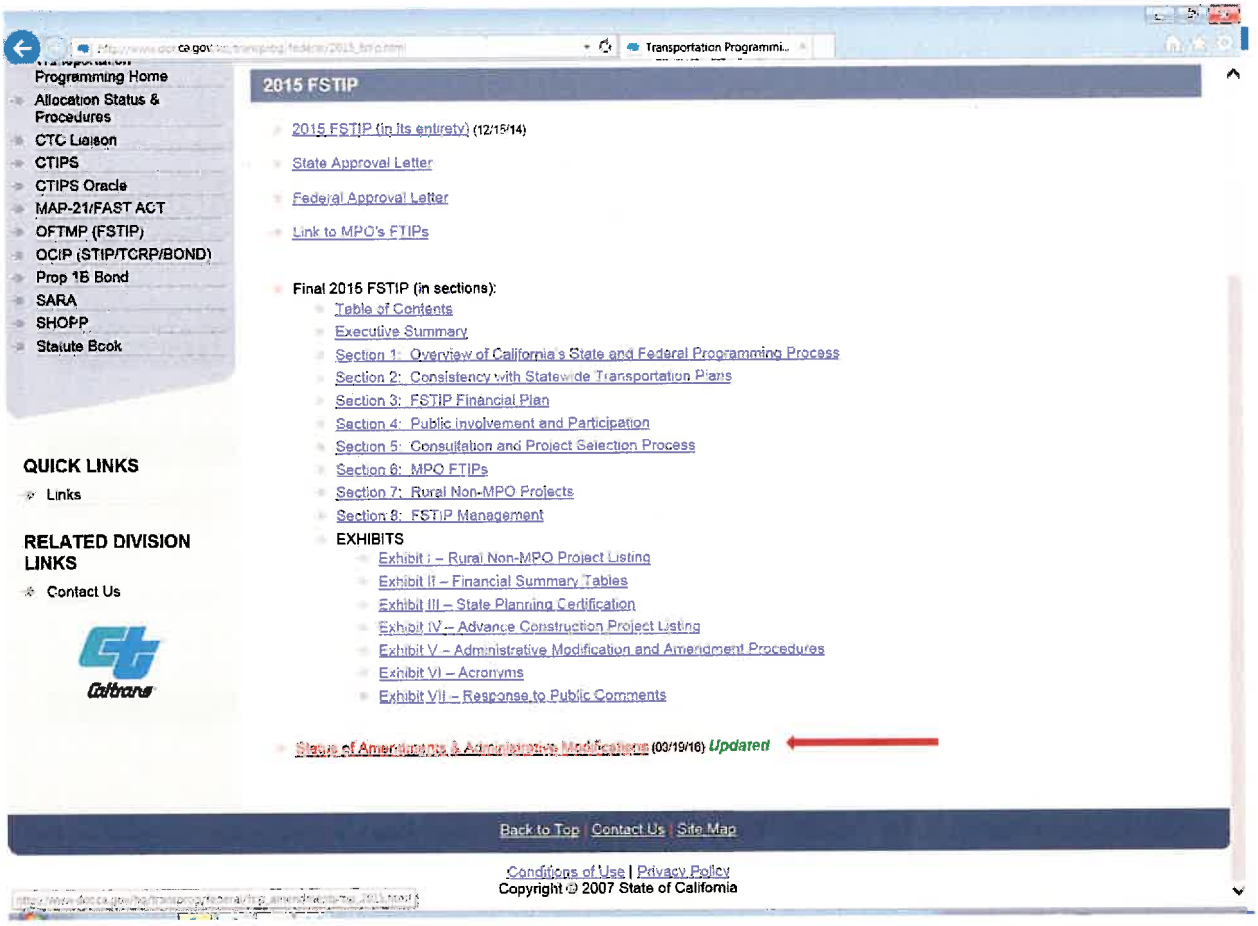
http://www.dot.ca.gov/hq/transprog/oftmp.htm



Step 2

Caltrans Federal programming Website

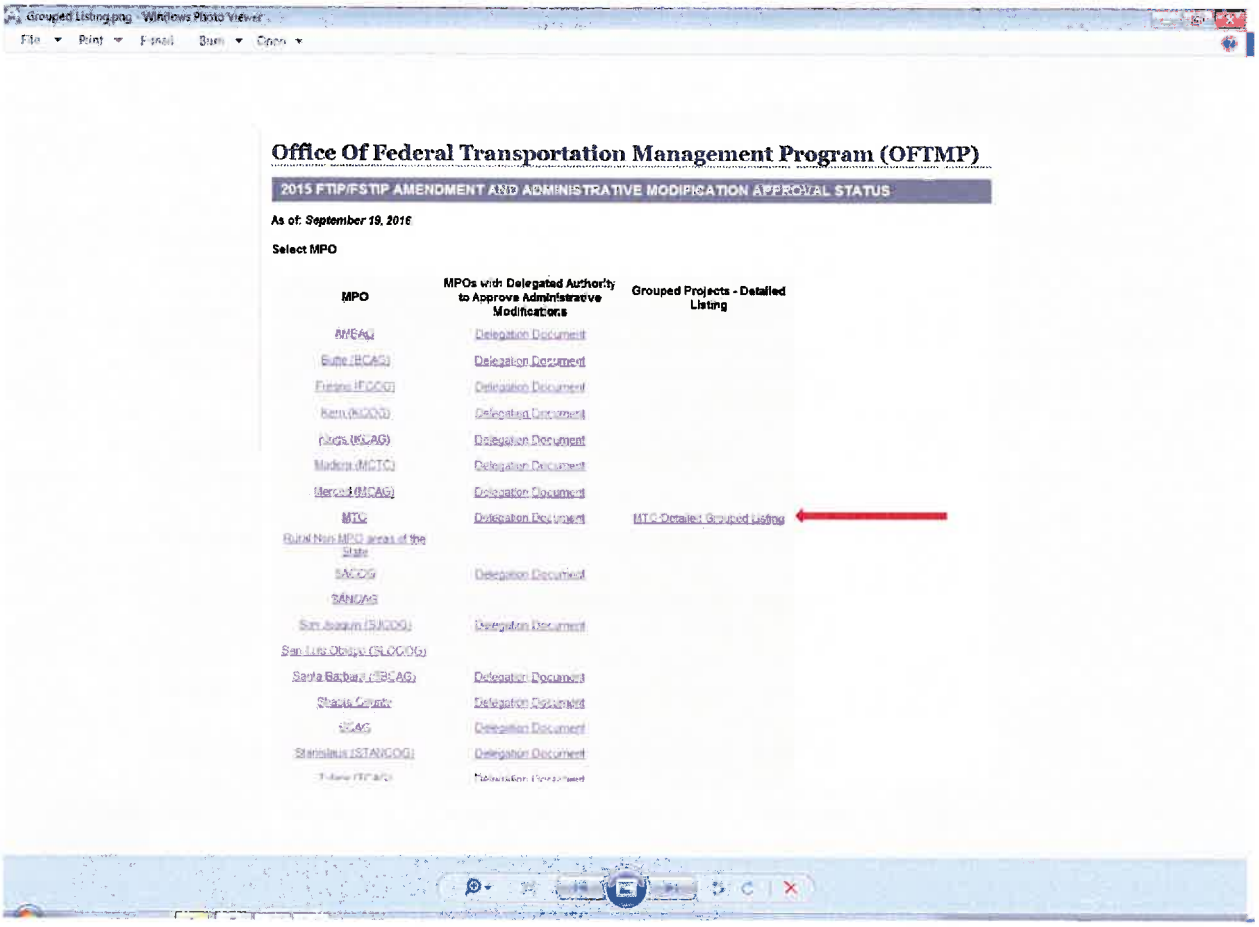
http://www.dot.ca.gov/hq/transprog/federal/2015_fstip.html



Step 3

Caltrans Federal programming Website

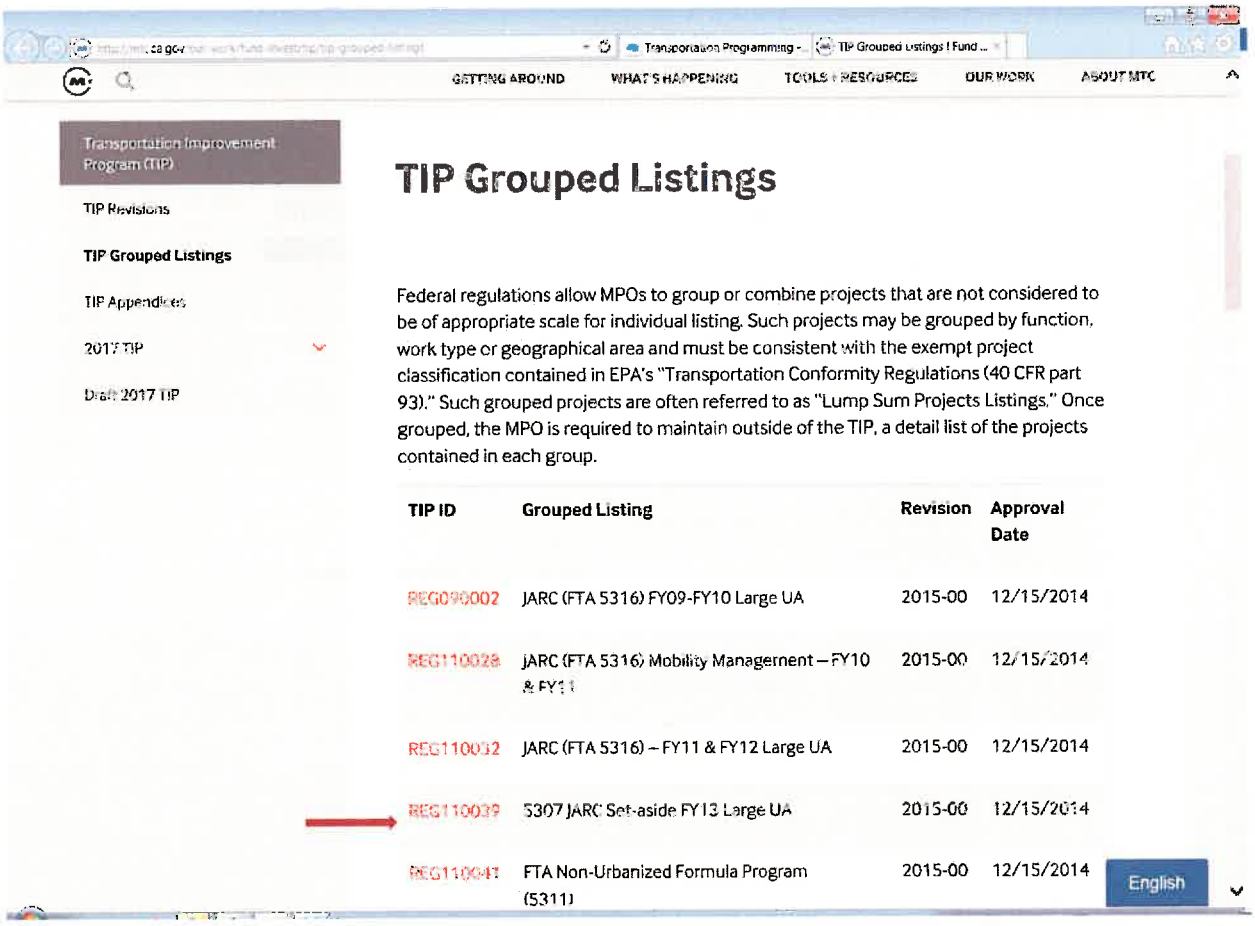
http://www.dot.ca.gov/hq/transprog/federal/ftip_amendments/tip_2015.html



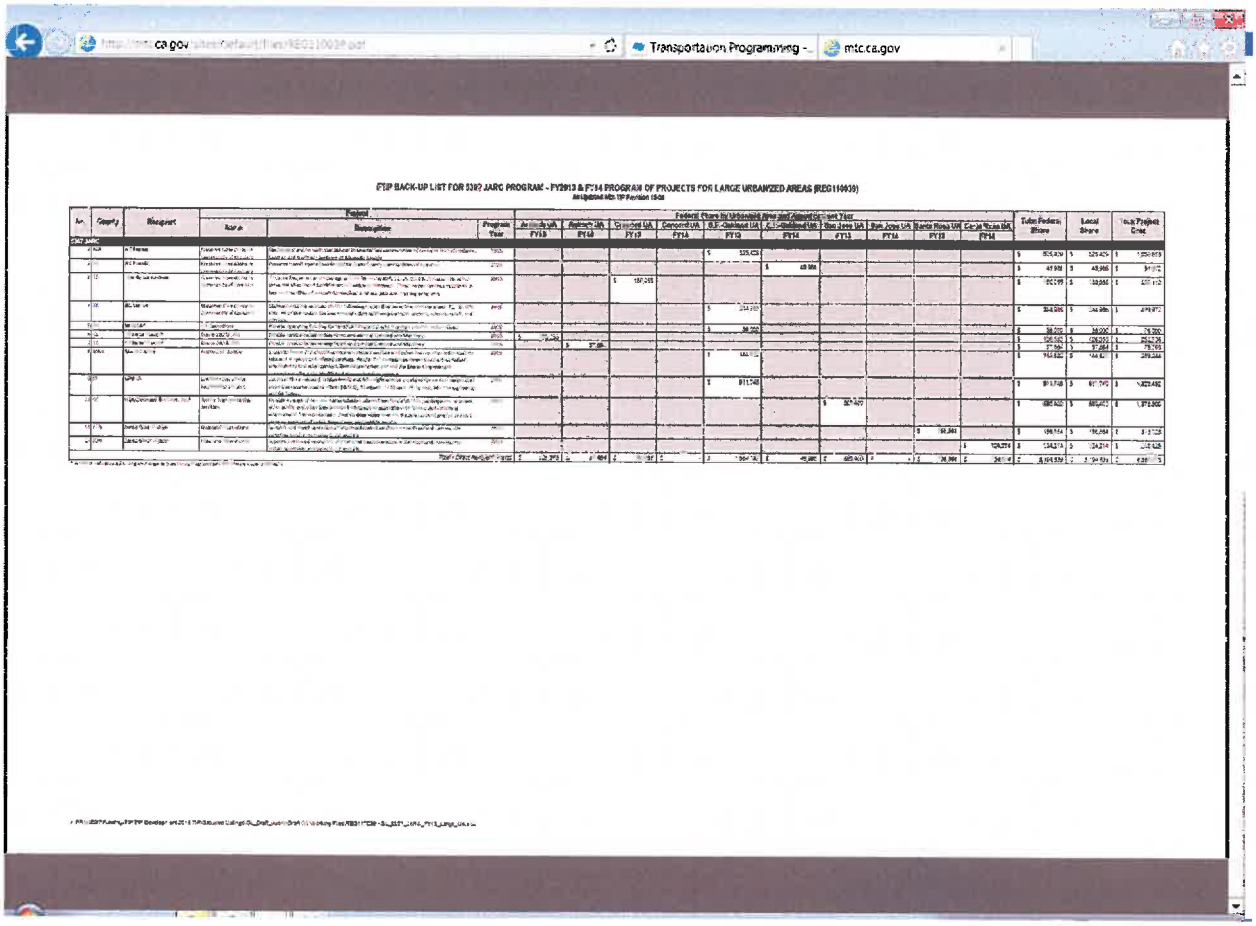
Step 4

List of Grouped projects posted at MPO's Website

http://mtc.ca.gov/our-work/fund-invest/tip/tip-grouped-listings



Step 5

Detailed Listings for a Grouped Project

http://mtc.ca.gov/sites/default/files/REG110039.pdf